

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 03-358

OPENING DATE: 28 November 2003

CLOSING DATE: 29 December 2003

ANTICIPATED FILL DATE: TBD

POSITION TITLE AND NUMBER

Contract Specialist, PDCN 70257000, 70326000, 70327000
MD # 1624-221

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office
(USPFO), NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Loc Pay of 9.62%)

GS-1102-11 \$47,110.00 - \$61,248.00 per annum

GS-1102-09 \$38,936.00 - \$50,617.00 per annum

GS-1102-07 \$31,830.00- \$41,380.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. The application must reflect duties and responsibilities of positions addressed. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The dates of the KSA's must also be addressed within the basic application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext 6172 or ext 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have one year specialized experience at GS-09 level to qualify for the GS-11 level, one year specialized experience at the GS-07 level to qualify for the GS-09 level, or one year specialized experience at the GS-05 level to qualify at the GS-07 level. Specialized experience should indicate that the applicant has acquired the below listed KSA's.

****NOTE: All applicants must meet the basic requirement listed below in addition to specialized experience. The basic requirement is qualifying for GS-05 only. A college transcript must be submitted with application to verify college credits.****

Basic Requirement: (1) Must have completed a bachelor's degree from an accredited institution and have completed at least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics,. Industrial management, marketing, quantitative methods, and organization and management.

TRAINING REQUIREMENT: The 1102 Contracting series requires successful completion of six mandatory training courses. Level I courses include Contracting Fundamentals and Contract Pricing. Level II courses consists of Intermediate Contracting, Intermediate Contract Administration, Intermediate Contract Pricing, and Government Contract Law. Selected applicant will have only 18 months in which to complete the courses if courses have not already been completed. Documentation for any completed courses is to be submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants address all KSA's individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. **Failure to include the KSA Statement will result in your application not being considered for employment.** For more information or assistance, call 1-800-621-4136 ext 6172 or ext 6431.

1. Knowledge of different types of contracting methods, contracting types, and contracting principles and procedures applicable to the full range of pre-award or post award or price/cost analysis.
2. Knowledge of contracting regulations, procedures, and policies.
3. Knowledge of price and cost analysis sufficient to evaluate cost and/or cost proposals when historical data and presidence are available and applicable for standard, commercial or specialized items.
4. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.
5. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Officer or Warrant Officer or Enlisted position in the NCARNG or NCANG is mandatory. (ARNG: O: AOC 01A; WO: MOS 011A Enl: CMF 71 (42A, 42F, 42L), 44C, 92A, 92Y, 92Z)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Purchasing and Contracting Division of the United States property and Fiscal Office (USPFO). It is responsible for a full range of contracting functions including pre-award and post-award activities for a variety of complex supply, service, construction, architect & engineering (A&E), automated data processing equipment (ADPE) contracts, and multiple award best value Task Order Contracts. It provides contracting services for all Army and Air National Guard (NG) locations throughout the State. Contracting is accomplished through negotiation, sealed bidding, or Small Business Administration procedures. Contracts frequently cover a period of more than one year. Employee prepares and administers a variety of Cooperative Funding Agreements and Inter-Service Support Agreements. The position prepares for and conducts or attends numerous meetings throughout all phases of assignments. It monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling Cooperative Funding Agreement. Functions as a Contracting Officer within designated contract authority. This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to NDS and DS employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish contracting functions to provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army and Air National Guard requirements. Carries out the pre-award contracting process in establishing project objectives and time frames. Develops and obtains necessary coordination and approval of acquisition/contracting plans. Determines and/or recommends the appropriate contract type and applicable special provisions as they apply to the particular project requirements. Prepares the Commerce Business Daily synopsis, selects provisions for the solicitation for bids that are appropriate for the particular procurement and prepares the Invitation For Bid (IFB) or Request for Proposal (RFP), to include solicitation provisions, bid documents, contract clauses, plans and specifications. Compiles the bidders mailing list, obtains legal review and other required reviews or approvals and issues the solicitation. Plans for and conducts site visits and makes clarifications or changes to the specifications through issuance of amendments to the solicitation. May be designated as the "Bid Opening Officer" and is responsible for collecting, opening, and preparing an abstract for all bids. Determines the responsiveness of all bids and prepares and forwards bid opening reports to the necessary offices. Determines the responsibility of the prospective contractor by contacting financial institutions and companies/individuals having knowledge of the contractor to obtain information concerning the contractor's competence, financial capabilities, and other information necessary to evaluate the validity of the proposal or bid submitted by the contractor. Receives the proposal, performs cost and/or price analysis, establishes the government's position, forms the government team, and serves as lead negotiator. Signs contracts and obligates the government within the limitations of delegated contract authority or makes recommendations of award to higher levels and obtains required legal reviews and approvals. Sits as a non-voting member of Architect/Engineering pre-selection and selection boards. Co-chairs the Criteria Review Conference with the Base Civil Engineer. During post-award process, conducts pre-construction/pre-performance conferences, coordinates work schedules, obtains and reviews bonding and proof of insurance to determine compliance with contractual requirements and reviews and approves or recommends approval of material submittals. Monitors contractor progress relating to the terms of the contract. Reviews and approves or disapproves progress payment requests from the contractor. Enforces compliance with contractual requirements by reviewing contractor and subcontractor payrolls, on site labor compliance surveys and requesting additional wage rate classifications from the US Department of Labor. Coordinates and resolves all labor matters relating to the contract. Reviews data provided by government engineers and inspectors to determine the appropriate response to contract changes. Develops appropriate documentation and negotiates changes to the contract. Obtains sufficient funding and reviews and signs modifications within designated contracting authority. Obtains design submittals at the appropriate time for review of compliance with contract terms to ensure they do not contain provisions that are inconsistent with federal contracting requirements. Collects user and government engineering comments and provides all comments with appropriate guidance to the contractor. Conducts review meetings as necessary with contractors. Processes contractor claims expeditiously and approves/disapproves claims and prepares files for litigation if necessary. Provides all administrative coordination, complete contract management, and centralized clearing for all matters affecting the contract. As necessary, takes action to terminate a contract for convenience of the government or default by the contractor. Compiles all necessary documentation to support the recommendation in accordance with current procurement regulations. Subsequent to the termination notice, negotiates termination claim to effect an equitable adjustment. Serves as the focal point for processing and resolving ratification actions including preparation of contracting officer recommendations, obtaining legal review, obtaining invoices and statements of fact, and processing for payment. Administers all cooperative funding agreements and monitors contracts awarded by state contracting procedures to determine compliance with the provisions of the agreements including review of procedures to determine compliance with Davis-Bacon Act, review of payment vouchers to determine appropriate federal and state share, and review of proposed change orders for compliance with federal requirements. Provides technical guidance and assistance to other contract specialists and purchasing agents of lesser experience who may require guidance and counsel. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. Individual selected as trainee will be noncompetitively promoted upon completion of specialized experience requirement.

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: HRO-1, AGAV-3, AGCS-3, DCSANG-3, DCSLOG/G4-6, DCSOI-3, DCSPER-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-3